

Building Closure Due to Weather Policy

1.0 Policy Statement

City of Mount Pearl employees are required to follow the established guidelines during closure due to severe weather conditions.

2.0 Purpose

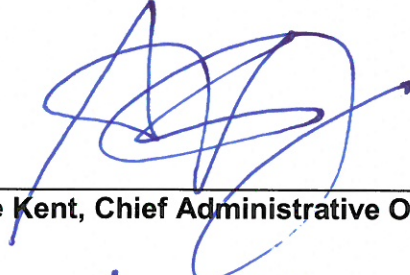
To provide direction to staff in the event of a building closure due to weather as declared by the Chief Administrative Officer or his/her designate.

3.0 Guidelines

- The decision to close a building or buildings, will be made by the Chief Administrative Officer, or in his/her absence, by his/her delegate.
- Employees will be notified by their supervisor, or delegate, of the building closure.
- When certain services need to be maintained, the respective Director shall determine, in conjunction with Management, which employees are required to maintain these services.
- Employees required to attend or stay at work will continue to be paid at their regular rate of pay for the regular hours so worked. Employees, who after reporting to work and return home with the permission of their Director, shall not suffer any reduction in their regular earnings.
- Employees who are required to work, and do not report to work, will not be paid for the time not worked. Late arrival will be assessed by the respective Director for any payment.
- In lieu of loss of pay, an employee may, at his/her option, use available annual leave or banked overtime to cover the time absent.

- The respective Director will use their discretion to determine if City staff and resources will be used to transport employees to and from work.
- Employees who are not required to attend work should be accessible and prepared to respond any time during their scheduled shift.

4.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018

Date